

FLATHEAD COUNTY FAIR COMMISSION

Special Meeting minutes from January 21, 2015

A special meeting of the Flathead County Fair Commission was called to order by Sam Nunnally on January 21, 2015 at 5:30 pm in the Fairgrounds Office at the Flathead County Fairgrounds

Roll call of members: Sam Nunnally, Wes McAlpin, Michael Moffitt, and Gary Krueger were present. Butch Woolard was excused and unavailable.

Guests present: Sandy Carlson, Sharon Askelson, and Cheryl Bergerson were present.

Request for County Finance Department Assistance: Sam opened the meeting with a discussion of the agenda item which seeks County support in getting a solid handle on what is happening with the fairgrounds budgeting. A draft letter was prepared in seeking County Commissioner support of this involvement.

Gary asked Sandy if her department would be able to accomplish a financial review. Sandy replied yes. Sandy would need back-fill support of her role at Finance. That support would need to be sought at the Commissioner level as the fair is well into the fiscal year.

Sandy provided a background of herself and the County Finance department. She distributed a draft outline of what she was hoping to accomplish. A goal would be to establish a written set of back-office procedures to ensure that everything is complete and meeting of needs. Segregation of duties is important in a small office environment.

Timing of the project was discussed. The overview would continue through the Fair with a wrap-up in early to mid September. Sam asked about authority to deal with changes. Sandy is a department head that would be considered an equal on all aspects of making the changes needed.

Michael move to send a letter to the County Commissioners seeking their support of the Finance Departments overview of Fairground financial processes and procedures, including the draft overview provided. Seconded by Wes. Nunnally, Moffitt, and McAlpin in favor. Krueger abstained.

Wes moved to request funding of any back-fill required through County Commissioners. Michael Moffitt seconded the motion. Nunnally, Moffitt, and McAlpin in favor with Krueger abstained. Motion passed.

Wes moved to adjourn the meeting at 5:57 pm. Seconded by Michael with all members in favor.

Submitted by: mc

Approved as submitted:

Chair

Date